

Letter of Explanation for Accidental Overpayment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Tax Authority's Name]

[Tax Authority's Address]

[City, State, ZIP Code]

Subject: Explanation for Accidental Overpayment of Tax Refund

Dear [Tax Authority's Name],

I hope this message finds you well. I am writing to explain an accidental overpayment related to my recent tax refund for the tax year [Insert Tax Year]. My taxpayer identification number is [Your TIN or Social Security Number].

Upon reviewing my tax documents, I realized that I inadvertently submitted an overpayment of my taxes, which led to a larger refund than what I was entitled to. This occurred due to [briefly explain reason, e.g., incorrect calculations, misunderstanding of tax credits, etc.].

As a result, I kindly request clarification on the steps I need to take to rectify this situation and repay the overpaid amount. I am committed to ensuring my tax records are accurate and compliant with the regulations.

Thank you for taking the time to address this matter. I appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Name]